



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT: ASSET AND FLEET MANAGEMENT**

**INDEX NUMBER: 500.00**

**EFFECTIVE DATE: OCTOBER 6, 2022**

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**PURPOSE:** To ensure a clear and uniform understanding and administration of the Division of Administrative Services (hereinafter “the Division”) guidelines and procedures governing the acquisition, tracking, reporting, maintaining, and retirement of all assets and vehicles.

**REFERENCE:** WV Code §15A-2-1, §15A-2-2, and §5A-12 Fleet Management. The digital attachments listed at the end of this policy statement are also incorporated as references.

**RESPONSIBILITY:** The Assistant Director – Asset and Fleet Management is delegated the authority to issue additional written instructions on this subject as may be required.

**CANCELLATION:** None.

**APPLICABILITY:** This Policy applies to all Division employees and is available for general distribution.

**DEFINITIONS:** None

**POLICY:**

- I. The Division’s Asset and Fleet Management Section is created under the Agency Director’s statutory powers and duties as set forth in West Virginia Code §15A-2-2 and is administered by an Assistant Director.
- II. The Division falls under the oversight of the West Virginia Purchasing Division – Surplus Property for all Assets. As such, the Division is required to follow all Surplus Property rules and policies implemented by the West Virginia Purchasing Division and hereby incorporates and adopts the West Virginia Purchasing Division Surplus Property Operations Manual.
- III. This Division falls under the oversight of the West Virginia Fleet Management Division (FMD) for all Fleet related purchasing, tracking, reporting, and retirements. As such, the Division is required to follow all FMD procedures and hereby incorporates and adopts

the Legislative Rule 148 and the Governor's Policy Employee Use of Employer Provided Motor Vehicles.

**DIGITAL ATTACHMENTS:**

West Virginia Purchasing Division Surplus Property Operations Manual via  
[http://www.state.wv.us/admin/purchase/surplus/surplus\\_operations\\_manual.pdf](http://www.state.wv.us/admin/purchase/surplus/surplus_operations_manual.pdf)

WV Fleet Management Division via  
<https://fleet.wv.gov/Pages/default.aspx>

WV Legislative Rule 148 via  
<https://fleet.wv.gov/new-driver-orientation/Documents/Rule%20148-3.pdf>

Governor's Policy Employee Use of Employer Provided Motor Vehicles via  
<https://fleet.wv.gov/new-driver-orientation/Documents/Governor%27s%20Fleet%20Administrative%20Policy%209-2019.pdf>

**APPROVED SIGNATURE:** \_\_\_\_\_  
**Director's Signature** **Date**